

6. Overtime Report (All Funds) (October 2023)

PERIOD 4, OCTOBER 2023							33% Threshold
	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	PCT	
GENERAL FUND (summary)							
400031 OVERTIME/General	1,725,650		1,725,650	709,501	1,016,149	41%	
400032 OVERTIME/Sworn	9,282,969		9,282,969	4,046,143	5,236,826	44%	
TOTAL GENERAL FUND	11,008,619		11,008,619	4,755,644	6,252,975	43%	
Overtime By Department							
CITY CLERK							
Administration	20,000		20,000	7,251	12,749	36%	Two staff required for every council meeting - three staff required while the city clerk was out on leave 9-1-23 to 10-31-23
COMMUNITY DEVELOPMENT							
General Plan Code Enforcement	20,000		20,000	2,440	17,560	12%	
FINANCE							
General Accounting			-	844	(844)	-	Short-staffed. A budget transfer will be completed.
Payroll			-	30,734	(30,734)	-	Short-staffed. Budget will be added at mid-year.
Treasury/Cash Management			-		-		
Accounts Payable	600		600	43	557	7%	
Revenue Collection	5,000		5,000	2,079	2,921	42%	Short-staffed.
TOTAL FINANCE	5,600	-	5,600	33,700	(28,100)	602%	
HUMAN RESOURCES							
Administration				199	(199)	-	A budget transfer will be done to cover the actual.
POLICE							
Administration	490,227		490,227	152,421	337,806	31%	
CAD Dispatch System	680,625		680,625	245,559	435,066	36%	New hire training
RM System	4,000		4,000	450	3,550	11%	
Parking Enforcement	6,000		6,000	1,001	4,999	17%	
Sworn Administration	4,800,000		4,800,000	2,352,931	2,447,069	49%	Short-staffed, and events have continued to pick-up post-pandemic.
TOTAL POLICE	5,980,852	-	5,980,852	2,752,362	3,228,490	46%	
FIRE							
Administration	2,000		2,000		2,000	0%	
Suppression	-		-	12,562	(12,562)	-	7 Personnel's OT is being charged to general OT object (400031) instead of sworn OT (400032). Contacted payroll to correct the account string.
Sworn Suppression	4,453,872		4,453,872	1,678,598	2,775,274	38%	Vacancies, Injury Leave, Vacation/CTO

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Sworn Prevention	29,097		29,097	5,457	23,640	19%	
Sworn Training				9,158	(9,158)	-	1 Battalion Chief's OT is being charged to Training instead of Suppression. Contacted payroll to correct the account string.
TOTAL FIRE	4,484,969	-	4,484,969	1,705,774	2,779,195	38%	
PUBLIC WORKS & ENGINEERING SVCS							
Facility Maintenance Administration			-		-		
Stationary Engineers	10,000		10,000	5,212	4,788	52%	Stationary Engineers had after hours calls
Building Services	3,000		3,000	667	2,333	22%	
Utility Sections	132,000		132,000	66,701	65,299	51%	Weekend cleaning of the Aquatic centers, stripping and waxing of floors at community centers.
Electric	25,000		25,000	8,943	16,057	36%	After hours emergency calls.
Parks & Landscape Admin	200,000		200,000	108,539	91,461	54%	Tree work and extensive weed abatement in various locations that are open spaces and busy roadways.
Streets Administration	36,000	(30,000)	6,000	49	5,951	1%	
Street Sweeping	1,100		1,100	189	911	17%	
Pavement Maintenance	41,447	10,000	51,447	11,170	40,277	22%	
Traffic Signs & Lines	4,885	20,000	24,885	7,119	17,766	29%	
Equipment Services	8,000		8,000	11,193	(3,193)	140%	To catch up on outstanding work, clerical and maintenance.
Abatement Services	27,000		27,000	17,875	9,125	66%	Abatement staff had Dumpster Day work on the 15 th , 22 nd and 29 th
TOTAL PUBLIC WORKS	488,432	-	488,432	237,658	250,774	49%	
LIBRARY							
Library Administration	-		-	3,718	(3,718)	#DIV/0!	Admin support fo Deputy City Manager, Library Commission, and staffing shortages.
COMMUNITY SERVICES							
Recreation Services/Cities of Service			-	23	(23)	-	Tool Lending Library OT
Recreation Administration			-	877	(877)	-	Administrative staff were tabling at several weekend and evening events in July.
Booker T Center	250		250		250	0%	
Nevin Center	1,000		1,000	1,864	(864)	186%	Short-staffed during summer camp
Shields Reid	37		37	161	(123)	430%	Short staffed during summer camp
Recreation Complex	1,000		1,000	924	76	92%	Short-staffed.
Parchester Center	200		200	260	(60)	130%	Short-staffed.
May Valley Center			-	670	(670)	-	Short-staffed.
Recreation DPRC	500		500		500	0%	
Senior Center	300		300		300	0%	
Senior Center Annex	250		250	77	173	31%	Staff participated in fireworks events.
Aquatics	2,028		2,028	3,050	(1,022)	150%	Short-staffed.
Convention Center			-	1,918	(1,918)	100%	Increased rentals required staff overtime
Plunge	2,200		2,200	2,719	(518)	124%	Short-staffed.
TOTAL COMMUNITY SERVICES	7,766	-	7,766	12,542	(4,776)	162%	

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ECONOMIC DEVELOPMENT PROGRAM							
Administration	1,000		1,000		1,000	0%	
TOTAL GENERAL FUND	11,008,619	-	11,008,619	4,755,644	6,252,974	43%	
NON-GENERAL FUND							
Overtime By Fund							
1012 HILLTOP LANDSCAPE MAINT DIST	20,000		20,000	11,063	8,937	55%	The Hilltop crew completed weed abatement around the lake and High Fire Zones
1015 MARINA BAY LNDSCP & LIGHT DIST	25,300		25,300	14,473	10,827	57%	The Marina crew overtime was for the July 3 rd and tree trimming/weed abatement
1018 RENT CONTROL	2,500		2,500	285	2,215	11%	
1050 CR-PLANNING & BUILDING	9,500		9,500	403	9,097	4%	
1055 ENCROACHMENT SVCS	8,000		8,000	6,583	1,417	82%	To inspect services completed by PG&E and it corresponds with a permit and the funds should go back to that line
4003 WASTEWATER	7,500		7,500	5,689	1,811	76%	Admin staff worked overtime providing support to Department assisting with reconciling invoices, contracts, etc. in preparation of year-end close
4404 RHA-NEVIN PLAZA			-	920	(920)	-	On-call services from tenants after hours and weekends.
4405 RHA-NYSTROM VILLAGE			-	2,182	(2,182)	-	On-call services from tenants after hours and weekends.
5001 INSURANCE RESERVES			-	119	(119)	-	
TOTAL NON-GENERAL FUNDS	72,800	-	72,800	41,717	31,083	57%	